



**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS – COALINGA**

CLASSIFICATION: GROUNDSKEEPER	
Approved by Chief of Plant Operations III – Ron Howard Signature: 	Approved Date: 

- 1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES:** Under supervision, to do gardening and general grounds maintenance work; to supervise inmate or patient helpers; may instruct, lead, or supervise inmates, wards, or resident workers; and to do other related work.
- 35%**

 - Mow and sweep lawn(s); prune tree(s) and shrub(s); edge and clean sidewalk(s) and curb(s); does street sweeping and watering.
 - Prunes, plants and cultivates ornamental plants and shrubs and waters plants, shrubs and lawns.
 - Fertilizes, aerates and thatches lawns, trees, and shrubs and sprays herbicides/ pesticides/pre-emergent on plants and soils of the Facility.

 - 35%**

 - Installs and repairs sprinkler systems, which require reading of blueprints for ground preparation, material layout and installation.
 - Maintains and repairs watering system clocks, valves and back-flow preventers.

 - 25%**

 - Operates numerous types of equipment in the Grounds Department, such as: lawn mowers, sweepers, rototillers, tractors, aerators, edgers, weed eaters, etc.
 - Performs preventive maintenance and minor repair of equipment; maintains equipment logs.
 - Cleans and maintains shops and storage areas where equipment, materials and supplies are kept for daily operation.

 - 5%**

 - Promotes Plant Operations' safety program by following proper safety procedures in all areas of responsibility.
 - Reports all unsafe conditions to supervisor or responsible person. Maintains a working knowledge of current or new Safety Data Sheets (SDS).
 - Maintains an ongoing safety program daily pertaining to hazardous waste chemicals and materials used in the department's operation.
 - This safety program includes proper storage, labeling and use of these products.

- The Groundskeeper shall perceive unsafe operation of equipment, vehicles or tools as life and safety hazards and should take immediate action to resolve these conditions.

- 5%
- Reads, understands and conforms to all Hospital Administrative Directives.
 - Maintains daily tool control procedures and instructs all concerned in proper tool control.

2. **SUPERVISING RECEIVED:**
Supervising Groundskeeper II

3. **SUPERVISION EXERCISED:**
None

4. **KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF: Proper methods of planting, cultivating, and caring for hedges, ornamental trees, shrubs, lawns, and flowers; gardening materials, tools, and equipment, and their use and care; approved methods and materials used in controlling and eradicating common plant diseases and inspect pests.

SKILL IN: Performing miscellaneous gardening and grounds maintenance work.

ABILITY TO: Read and write English at a level required for successful job performance; recognize the more common plant diseases and insect pests and approved methods and materials used in controlling and eradicating them; recognize the more common species of ornamental shrubs, trees, and flowers grown in California; follow oral and written directions; direct the work of inmate or patient helpers.

SPECIAL PERSONNEL CHARACTERISTICS: Willingness and ability to do general manual labor.

5. **REQUIRED COMPETENCIES:**

ANNUAL HEALTH REVIEW: All employees are required to have an annual health review and TB test or whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

INFECTION CONTROL: Applies knowledge of correct methods of controlling the spread of pathogens appropriate to job class and assignment.

HEALTH AND SAFETY: Activity supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

CPR: Maintain current certification if applicable.

THERAPEUTIC STRATEGY INTERVENTION (TSI): Supports safe working environment; practices the strategies and interventions that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior.

CULTURAL AWARENESS: Demonstrates awareness to multicultural issues in the work place that enable the employee to work more effectively.

RELATIONSHIP SECURITY: Demonstrates professional interactions with patients, and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION: Maintains and safeguards the privacy and security of patients' protected Health Information and other individually identifiable health information; whether paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES: None

TECHNICIAN PROFICIENCY (SITE SPECIFIC): None

6. **LICENSE OR CERTIFICATION:** It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Services.
7. **TRAINING:**
Training Category – 2 – Training Procedure No. 03-11.
The employee is required to keep current with the completion of all required training.
8. **WORKING CONDITIONS:**

ADMINISTRATIVE DIRECTIVE AD-146:

Each employee shall be fully acquainted with the rules and regulations of the Department of State Hospitals (DSH) and of the hospital.

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EMPLOYEE IS REQUIRED TO:

1. Report to work on time and following procedures for reporting absences.
2. Maintain professional appearance.
3. Appropriately maintain cooperative, professional, and effective interactions with employees, patient/client and the public.
4. The work entails routinely encountering clients and interacting with staff throughout the facility, thus sensitivity and tolerant even temperament is required.
5. The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

Employee Signature

Print Name

Date

Supervisor Signature

Print Name

Date